

FY 2016 CAP DOCUMENTATION FORM

NAME of ADD: _____

Individual completing form: _____

The plan submitted is a(n) :

_____ Cost Allocation Plan (CAP) _____ Indirect Cost Rate Proposal (ICRP) _____ Our plan is blended

NOTE: Some plans may be blended and have elements of both a CAP and ICRP. These plans should meet all the elements of a CAP and the any additional ICRP elements applicable to the entity.

Please verify these required items are included in your CAP or ICRP:

- Introductory Statement explaining the plan and any specific information
- Statement assuring the district has board-approved operation policies.
- Roster of all work elements
- Chart of Accounts
- Formal books of entry
- Organization Chart sufficiently detailed to show operations
- Copy of audited financial statements or Executive Budget
- Certification of compliance with federal requirements, including reference to compliance with OMB Circular A-87.
- A brief description of each allocated central service/shared costs
- Identification of the unit rendering the allocated/shared service and operations receiving the Service
- Items of Expense included in the cost of allocated/shared services. (allowable per OMB Circular A-87)
- Description of method used to distribute costs to all benefiting cost objectives (including federal programs).

_____ No changes in methodology of allocation or classification of costs from our FY 2015 CAP

_____ Changes from FY 2015 CAP are as specified:
(additional pages may be used if necessary)

Signed: _____ Print Name: _____

Title: _____ Date: _____